



**Department of Housing and Community Development**

**August 15, 2007**

**NOTIFICATION OF VACANCY**

**HOUSING PROGRAM ADMINISTRATION MANAGER      POSITION #00345**  
**(Program Administration Manager II)**

**LOCATION:**

**DHCD**  
**501 N. 2ND STREET**  
**RICHMOND, VA 23219**

**HIRING RANGE:**

**\$50,000 - \$65,000 Annually**

**DUTIES AND RESPONSIBILITIES:**

The Virginia Department of Housing and Community Development is seeking a Program Manager for the Division of Housing to manage, plan and direct multiple state and federally funded housing programs directed to provide affordable housing for low-income and special needs citizens and others who cannot find adequate housing resources within the mainstream housing market. Areas of responsibilities include: providing daily supervision of operations for programs targeted at affordable housing production and development; maintaining existing affordable housing by administering grant and loan programs; daily management and implementing the Commonwealth's federally funded HOME program, U.S. Dept. of Energy funding, and various state funded affordable housing production and preservation initiatives; effectively managing human and fiscal resources. In addition, the selected candidate will work with staff on recommending modifications to programs, designing and conducting informative and effective training session on program application procedures and processes.

**QUALIFICATIONS GUIDE:**

Considerable knowledge of federal and state housing grant programs, loan administration, real estate finance, mortgage lending policies and procedures, and the applicable laws affecting the real estate housing and finance industry. Considerable experience in conducting and providing intensive technical assistance, training workshops, making technical presentations, and facilitating group discussions. Knowledge of program management methods as they relate to developing policies, procedures, project implementation and personnel supervision. Demonstrated ability to effectively manage multiple priorities, and the ability to communicate effectively both orally and in writing. Must have interpersonal skills, and the ability to use a PC and appropriate software applications to manage and report program data. Graduation from a college or university with a degree in planning, public administration, real estate finance, or related field; or an equivalent combination of training and experience will be considered in lieu of educational requirements. Master's degree desirable. Experience in grants management and technical assistance provision essential. Construction experience rehabilitating or restoring housing is a plus. Valid driver's license required. Must be willing to travel.

**TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov>. THIS POSITION IS OPEN UNTIL FILLED.**

*For additional information please contact our Human Resource Office, at (804) 371-7000  
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